



Internship Opportunity

KY Labor Cabinet Department of Workplace Standards Division of Apprenticeship

I. Position Title and Location

Labor Cabinet Intern

Kentucky Labor Cabinet, 1047 US HWY 127 South, Suite 3, Frankfort, KY 40601

The Department of Workplace Standards has the statutory authority and oversight to carry out the administrative duties of the Divisions of Wages & Hours; Apprenticeship; Occupational Safety & Health Education & Training; and Occupational Safety and Health Compliance.

II. Role of the Intern

The Kentucky Labor Cabinet, Department of Workplace Standards, Division of Apprenticeship is seeking a dynamic undergraduate or graduate student to assist in research, data gathering, analysis and compilation of written documents, including reports and articles regarding apprenticeship in correctional and traditional workplace settings. The intern will work alongside the agency leadership and senior team in the office and off-site.

Information regarding Apprenticeship, KY Labor Cabinet:

<http://www.labor.ky.gov/dows/doesam/AppAndTraining/Pages/Apprenticeship-and-Training.aspx>

Information regarding Apprenticeship, US Government, Department of Labor:

<https://www.dol.gov/featured/apprenticeship/faqs>

III. Duties and Responsibilities

- a. Perform background research on providing apprenticeships to underserved population in the Commonwealth, including women, minorities, veterans, the disabled, and Workers over 55 years of age.
- b. Assist in analyzing data gathered by Apprenticeship Coordinators within the internal Access database.

- c. Attend Division meetings upon request.
- d. Assist with presentations at various venues throughout the Commonwealth.
- e. Assist coordinators with various related tasks upon request.

IV. Skills

The intern selected for the positions should:

- a. Demonstrate the ability to work independently after receiving an orientation and instructions from the agency leadership and senior team.
- b. Be adept at written and oral communication, and possess the ability to present various materials in public environments.
- c. Be comfortable with basic software such as Office Suite, PowerPoint, Excel, etc.
- d. Given the nature of the position and potential interaction with leaders from government and business communities, be professional in demeanor and appearance.

V. Logistics

This position is currently open. The intern is expected to work 20 hours per week, with a salary range of \$7.25-\$12.30 per hour.

To apply, please go to the following web address, search for position 56033BR (CO-OP Intern) and complete the application.

<https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=20101&siteid=5031#home>

In addition to completing the online application at the above link, please forward a cover letter expressing interest, a current resume, 2 writing samples and 2 letters of recommendation to Cassidy.connell@ky.gov